

Report for Week Ending 22 August 1956
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

25X1A9a Mr. [REDACTED], Special Assistant to the DD/S, questioned the requirement for a progress report in our memorandum for Mr. Lloyd's signature on continuing the DD/S reports management program. Accordingly, the memorandum was re-written, omitting the reporting requirements. It was agreed that, while the progress reports are desirable, it would be better to request them after the program had progressed further.

To supplement Mr. Lloyd's memorandum I have written a sample directive for the guidance of Office and Staff Reports Management Officers who have not yet issued an office instruction for the continuing control and improvement of reports.

25X1A9a Miss [REDACTED] reported on the second meeting of the Logistics Reports Review Panel. (See attached minutes.)

Project 6-13, Dispatch Format and Procedure

25X1A9a Printing specifications on the new dispatch forms were completed by Forms Management Branch. Mr. [REDACTED] and I will meet tomorrow with [REDACTED] FI/RI, and Mrs. [REDACTED] COMMO, to discuss the specifications. 25X1A9a

Project 6-22 - DD/I Reports Survey

No change in status.

Project 6-35 - Survey of Procurement Division Contract Files

Further improvements were made by inserting alphabetical guides in the Facilities and Vendors Files. This completes our work on this project with exception of following up on the rearrangement of the file clerk's work station.

General Information

- a. Prepared Descriptions of two on-the-job training courses applicable to records management.
- b. Upon request, distributed 75 copies of "Plain Letters" to FI/DD/P, and eight copies to Real Estate and Construction Division.

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